



CITY OF HOUSTON

Houston Police Department
Neighborhood Protection Corps
2636 South Loop West, Suite 400, Houston, TX 77054
FAX: 713-218-5510

OPEN RECORDS REQUEST

- ÿ Request is submitted to REVIEW the file for the following property:_____
- ÿ Request is submitted for COPIES from the file for the following property:_____
Copies requested:_____
- ÿ Request is submitted for a list of properties that have received violation notices and hearing orders regarding their building (The most recent list will be provided unless otherwise requested).
- ÿ Other request:_____

Applicable charges will apply. Responses will be provided within 10 business days. For questions, please call 713-218-5885.

Requestor Name (please print):_____

Requestor Address (please print):_____

Requestor Telephone: _____

Signature:_____ Date:_____

Date received:_____

Copy fee \$_____

Initials:_____

Date information provided:_____

Tracking number#:_____

Other:_____